

NOW HIRING!

Executive Assistant Full Time, Benefits Eligible



Position Summary:

This is a full-time year-round position that is shared among members of the senior leadership team of CIS, working approximately half-time to support the Board of CIS and its Executive Director and the remaining time in support of the senior leadership team comprised of five senior directors in site services, development and business engagement, finance, HR and facilities, community engagement and student investment and quality and evaluation. This position provides high-level, organizational support to the leadership of a complex organization and is responsible for maximizing productivity, continuity and capacity-building for the governance and leadership activities of the organization. Develops and implements systems to assure organization and access to information. Able to represent the Executive Director and other senior leaders in preliminary requests, able to solve basic problems and convey information to internal and external audiences, such as staff, Board members and community partners.

Responsibilities

- Provide comprehensive administrative and organizational support for the leadership of Communities in Schools of Kalamazoo, including the governing board, the Executive Director and up to five senior directors.
- Develop and manage storage systems for information, such as student records, board governance, legal documents, historical records of the organizations, correspondence, reports, etc.
- Handle routine communication and problem-solving, scheduling and internal/external coordination of activities.
- Support all Board governance functions including Board meetings, Committee meetings and special events, providing scheduling, room and food arrangements, agendas and other advance information, meeting summaries, etc.
- Maintain a very brisk work pace, managing multiple tasks and projects simultaneously with advanced capacity to work in an open environment with frequent interruptions.
- Consistently demonstrate significantly above average communication abilities in listening, speaking, writing, understanding and transmitting complex information. Able to accurately and completely summarize, report, interpret and convey information from a variety of media, including meetings, telephone calls, written documents, etc.
- Understand the sensitivity and need for confidentiality and discretion and consistently demonstrates the capacity to maintain privacy and mature judgment.
- Consistently demonstrates the value of diversity in word, thought and deed.

Position Qualifications

- Some college or the equivalent required; Associates or Bachelor's degree preferred.
- Successfully complete criminal background checks
- Michigan driver's license and the availability of a vehicle required with the capacity to obtain automobile insurance and adequate coverage.
- Ability to work some evenings, weekends, or early hours
- Several years of progressively more responsible administrative support for individuals in leadership positions
- Exceptional interpersonal relationship skills and a strong customer service orientation, inspiring confidence in his/her capabilities, judgment and work ethic.
- Strong skill set with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint and Publisher in particular), knowledge of Microsoft Access highly desirable.
- Experience with data base software and demonstrated capacity to use the software for data entry, data analysis and reporting..
- Mature judgment, integrity and reliability and the ability to manage shifting demands and priorities in a calm, effective manner.

If interested in being considered, please submit resumé and cover letter to Colleen Loc (clloc@ciskalamazoo.org).

To help ensure your submission is received, please either email your materials as a PDF and/or do not include the word "resumé" in your email subject line.